

DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
240	OVERSIGHT - INTEL/NON-INTEL SENSITIVE ACTIVITIES Functional Area Manager: IGMC/IGO Point of Contact: ED VOGT (DSN) 664-4518 (COML) 703-604-4518 E-mail: edwin.vogt@usmc.mil Date Last Revised: 26 June 2014
240 01	ADMINISTRATION AND TRAINING
240 01 001	Does the command have an active Intelligence Oversight (IO) program? Reference SECNAV 3820.3E par 3; MCO 3800.2B
240 01 002	Is the Senior Intelligence Officer responsible for administering the command's IO program assigned by appointment letter? Reference SECNAV 3820.3E, par 9; MCO 3800.2B, encl 6
240 01 003	Does the command hold or have access to all appropriate IO references? Reference EO 12333/EO 12334; SECNAV 3820.3E; SECNAV 5000.34E; MCO 3800.2B
240 01 004	Does the command have an initial IO orientation program for new joins and new hires? Reference SECNAV 3820.3E, MCO 3800.2B, par 8.d(3), encl 5
240 01 005	Is annual IO refresher training conducted and documented for all intelligence personnel, including military, civilian, contractor, and support? Reference MCO 3800.2B, par 8.d(3)
240 01 006	Does the command have an adequate and effective inspection program to inspect IO within subordinate commands/units/elements? Reference SECNAV 3820.3E, par 12; MCO 3800.2B, par 8.d

DETAILED INSPECTION CHECKLIST

- 240 01 007 Are quarterly IO reports submitted to IGMCM or higher headquarters (HQ) and retained on file for three years?
Reference
SECNAV 3820.3E, par 10.c; MCO 3800.2B, par 8.d, encl 7
- 240 01 008 Are required personnel familiar with IO guidance?
Reference
SECNAV 3820.3E; MCO 3800.2B
- 240 01 009 Is the command knowledgeable of the reporting procedures required when questionable activities are detected?
Reference
SECNAV 3820.3E, par 9.a(2); MCO 3800.2B, par 8.e, DTM-08-052
- 240 01 010 Is the command SJA involved in IO and review of command intelligence and non-intelligence sensitive activities?
Reference
SECNAV 3820.3E, par 4; MCO 3800.2B, encl 6
- 240 01 011 Does the Command Inspector and Staff Judge Advocate (SJA) hold clearance(s) and access(es) to accomplish their IO responsibilities?
Reference
SECNAV 3820.3E, par 4.g; MCO 3800.2B, encl 6
- 240 01 012 Is the command in compliance with IO restrictions (e.g., mail, physical searches, surreptitious monitoring)?
Reference
SECNAV 3820.3E, MCO 3800.2B, encl 2, DOD 5240.1R
- 240 01 013 Are records/information on U.S. persons being maintained by the unit?
Reference
SECNAV 3820.3E, par 3.b, MCO 3800.2B, par 7
- 240 02 INTELLIGENCE ACTIVITIES
- 240 02 001 Has the command engaged in intelligence activities not defined by its mission?
Reference
SECNAV 3820.3E, par 5; MCO 3800.2B
- 240 02 002 Have command personnel been temporarily detailed or assigned to non-DOD agencies within the Federal Government?
Reference
SECNAV 3820.3E, par 5, ref b, procedure 12; MCO 3800.2B

DETAILED INSPECTION CHECKLIST

- 240 02 003 Has the command entered into any formal or informal arrangements for the provision of products or services with private companies or institutions in the United States without using the organization's true identity?
Reference
SECNAV 3820.3E, ref b, procedure 11; DODD S-5210.36
- 240 02 004 Does the command participate in foreign material acquisition or exploitation programs?
Reference
DIAM 58-11; SECNAV 5000.34E
- 240 02 005 Does the command participate in any special access programs?
Reference
SECNAV S5460.3B; SECNAV S3810.5A; SECNAV 5000.34E
- 240 02 006 Has the command requested support from any external counterintelligence unit or activity?
Reference
SECNAV 3850.2C
- 240 02 007 Does the command participate in Foreign Military Intelligence Activities (FORMICA)?
Reference
DIAM 58-13; MCO S003820.1
- 240 02 008 Does the command maintain or use Emergency and Extraordinary Expense (EEE) funds? If so, is the command in compliance with the reference?
Reference
SECNAV 7042.12E
- 240 02 009 Has the command requested, or does the command possess, imagery of non-U.S. Government property?
Reference
NSGM FA 1806; MCO 3800.2B, par 7.e, encl 3 and encl 4
- 240 02 010 Have imagery or imagery-derived products been provided to non-DOD organizations?
Reference
NSGM FA 1802

DETAILED INSPECTION CHECKLIST

- 240 02 011 Are aviation commands conducting domestic tactical air reconnaissance missions in compliance with the reference?
Reference
MCO 3800.2B, encl 3
- 240 02 012 Are members of the command/unit being tasked to join and/or report on domestic organizations?
Reference
SECNAV 3820.3E, ref b, procedure 10
- 240 02 013 Are USMC Reserve personnel in the activity working as a private investigator or an auxiliary law enforcement officer after hours?
Reference
MCO 3800.2B
- 240 02 014 Has the command had any significant instances of fraud, waste and abuse, standards of conduct or ethics violations, financial misconduct, or conflicts of interest which impact upon intelligence operations?
Reference
SECNAV 3820.3E, par 6.b(2)
- 240 02 015 Have intelligence personnel conducted CONUS off-base training in civilian environments?
Reference
MCO 3800.2B, par 7.g, encl 4, MARADMIN 472/02
- 240 03 NON-INTELLIGENCE SENSITIVE ACTIVITIES
- 240 03 001 Has the command conducted any CONUS off-base training in civilian environments?
Reference
SECNAV 5000.34E; MARADMIN 472/02
- 240 03 002 Has the command provided support, training, or assistance to any law enforcement agency?
Reference
SECNAV 5000.34E
- 240 03 003 Has the command received funds, material, or assistance from non-USMC activities associated with non-intelligence sensitive activities?
Reference
SECNAV 5000.34E
- 240 03 004 Does the command have a relationship with SOCOM units?
Reference
SECNAV 5000.34E

DETAILED INSPECTION CHECKLIST

- 240 03 005 Do MOAS/TORS/or other agreements exist with non-USMC special operations type activities?
Reference
SECNAV 5000.34E; DODDS-5210.36
- 240 03 006 Does the command participate in special access programs involving operations or acquisition?
Reference
SECNAV S5460.3B AND SECNAV 5000.34E
- 240 03 007 Does the command possess and/or employ non-lethal weapons?
Reference
DOD DIR 3000.3
- 240 03 008 Have personnel participated in undercover or covered activities?
Reference
SECNAV 5000.34E